

**Minutes**  
**CA Watershed Advisory Committee**  
**December 1, 2009**  
**Final**

The regular meeting of the Watershed Advisory Committee (WAC) was called to order on Tuesday, December 1, 2009, at 7:00pm in the Board Room at Columbia Association Headquarters. In attendance were Members Robert Schweinfurth (Chair), Brian England (Vice Chair), Jeff Campbell, Mark Charles, Sylvia Huestis, Ron Vance (7:12), Tom Frederick, and Monica Schmitt. Also in attendance for Columbia Association were Sean Harbaugh (Staff Liaison) and Steve Sattler.

**Approval of Agenda**

Agenda was approved without change by a unanimous vote (8-0-0).

**WAC Charter and WAC Protection Framework**

Sattler reported both documents were going to be reviewed at the next meeting of the External Relations Committee (ERC), which was scheduled to take place on Thursday, December 3, 2009. The goal was for the ERC to pass a motion for submission of the documents to the CA Board of Directors (BOD) for approval. Campbell raised an issue that the Charter did not contain language on a process to remove WAC members for not fulfilling duties. The WAC agreed not to further discuss this issue or to create a process at the meeting; however, agreement was reached for Staff to submit a proposed process to WAC at a future meeting.

**Village Board Communications**

It was reported there were no new presentations to Village Boards over the past thirty days.

**November Tree Planting Event**

Update information was not available.

**CA Budget for Watershed Activities**

Sweinfurth requested Elaine Pardoe of CLEER update WAC on the Reston Watershed Manager's presentation to the CA BOD, which was made at the BOD meeting on November 22. Pardoe reported the presentation, including questions, lasted over thirty minutes and was very successful.

WAC also discussed other communications which could be deployed to better educate the BOD to support funding the watershed manager position.

**Community Engagement Group**

WAC reviewed the Community Engagement Program Work Plan, and also discussed how to enlist more volunteers to the WAC initiative. Vance agreed to investigate information on an environmental group in Kings Contrivance. All WAC members agreed to investigate publishing deadlines of newsletters in their respective Villages, which could be used to enlist volunteers.

Sattler proposed he and Huestis meet to formulate a plan to upgrade the Watershed web site. Plan would be completed by end of January.

Sattler proposed he prepare a draft public relations plan for recruitment of volunteers and present to WAC at its January meeting.

### **Other Business**

WAC discussed a checklist for outfalls that the MPEA uses.

**Meeting Adjourned – 8:55pm**

### **Future Agenda Items**

- Staff to submit a proposed process through which WAC members could be removed for not fulfilling duties
- Plans to launch March WAC recruitment of volunteers – to include PR plan
- Village Board Communications
- WAC members report on Village newsletter deadlines
- Testimony at public budget meeting on January 13

### **Action Items**

Action – Vance agreed to investigate the information on an environmental group in Kings Contrivance

Action – All WAC members agreed to investigate publishing deadline of newsletters in their respective Villages.

Action - Develop a plan to upgrade Watershed web site – due end of January.

Action – Sattler prepare a draft public relations plan for recruitment of volunteers